

TRAINING SPECIALIST 2

This position serves as a trainer/facilitator for the Central Procurement Office (CPO). The Training Specialist delivers training to enterprise procurement professionals on a variety of procurement topics, in various forums [e.g., classroom, on the job, webinar]. The Training Specialist supports the Training Supervisor in the development and implementation of the procurement training program and provides recommendations for curriculum and materials used to train procurement professionals. The specialist works with internal and external stakeholders, and reports to the Training Supervisor. In addition to identifying and recommending procurement best practices for training and certification policies and programs, the Training Specialist will assist in developing and implementing effective methods to deliver training throughout the levels of the enterprise procurement organization.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

- 1) Works collaboratively with internal and external stakeholders to identify the training needs for the enterprise procurement organization.
- 2) Supports and provides recommendations to the Training Supervisor in the development and implementation of training policies, schedules, and classes; assists Training Supervisor in the development of all training curriculum and materials.
- 3) Delivers training programs to enterprise procurement professionals.
- 4) Provides input and recommendations to the Training Supervisor on the allocation of resources and materials to implement enterprise training with long-term goals.
- 5) Reviews existing training policies and procedures, identifies deficiencies, and provides recommendations for improvement to the Training Supervisor.
- 6) Understands enterprise performance measures to identify organizational limitations and deficiencies in staff knowledge that may be improved with enhanced professional development and skills-based training.
- 7) Instructs procurement professionals on all related policies & procedures and execution strategy for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- 8) Solves common problems associated with procurement and contract activities from agency procurement staff.
- 9) Develops and maintains internal and external means of communicating training strategy to all affected stakeholders; implements policies and procedures to training requirements that are aligned with delegated purchasing authority and Edison user access.
- 10) Works closely with other central procurement teams for input and expertise in the development of training curriculum and materials.

QUALIFICATIONS

Bachelor's degree from an accredited college or university AND 2 years of training, instructing or coaching experience or professional procurement experience

OR

Any combination of the above

DESIRED EXPERIENCE

- Experience facilitating training classes in an adult learning environment
- Experience developing training material
- Experience in curriculum design
- Experience working with an enterprise procurement system (e.g. PeopleSoft)
- Experience using and/or assisting with development of computer based training with tools similar to Camtasia, Captivate, or Lectora.

OTHER KNOWLEDGE, SKILLS, ABILITIES & COMPETENCIES

- Knowledge of Learning Management Systems (LMS) and the integration with other talent management systems
- Strong presentation skills
- Strong verbal and written communication skills
- Excellent organization & administrative skills
- High level of interpersonal skills
- Highly proficient with Microsoft Word, Excel, PowerPoint and Outlook
- Ability to work in a team-oriented, collaborative environment
- High Integrity

Qualified and interest candidates should submit a cover letter, resume, and salary requirements to Jamil.S.Moore@tn.gov

The State of Tennessee, Dept of General Services, CPO is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.